

TOWN OF STOW
Community Preservation Committee

Minutes, April 25, 2016, amended

Community Preservation Committee Meeting

Community Preservation Committee members present: Cortni Frecha (chair), Dot Spaulding, Mike Busch, Kathy Sferra, Bill Byron, Bob Larkin, Vin Antil, Paul McLaughlin

Not Present: Louise Nejad

Admin. Assistant: Krista Bracci

Liaison: Brian Burke - not present

The meeting began with a quorum at 7:30 pm

MINUTES

VOTE: Bob made a motion to approve the minutes of April 11, 2016 as amended, Kathy seconded. The vote was unanimous.

INVOICES

There were no invoices to approve.

TOWN MEETING PREPERATION

1. Cortni will answer any questions that arise for Article #31 and Article #32 (consent calendar).
2. Article #41 (Pine Bluff) will be presented by Laura Greenough and Mike will answer questions.
3. Article #42 (Randall Library) will be presented by Craig Martin and Cortni will answer questions.
4. Article #43 (Cemetery Mapping) will be presented by Marilyn Zavorski and Dot will answer questions. *Note: there will be a display in the lobby for the public to view.*
5. Article #44 (Open Space) will be presented by Kathy Sferra and Vin will answer questions.

Action Item: Krista will follow up with Laura and Craig to reconfirm they are doing presentations at the Town Meeting . Krista will also communicate to the Moderator who will present and speak on the CPC's behalf at the 2016 ATM.

CURRENT ACCOUNT BALANCES

Provided by Julie the Town Accountant:

- Open Space \$242,700.11
- Historic Preservation \$606,337.64
- Affordable Housing \$200,837.00
- Unreserved \$3,897,477.85

Discussion: Kathy explained to the members that the CPA Statute dictates that we either spend or transfer 10% each year to the three buckets. She also mentioned that even though some of the funds are tied up interest is still being earned.

PROJECT APPLICATION FORMS

Additional comments/corrections suggested by the committee members:

- Kathy suggested some edits to the letter, members agreed.
- Kathy suggested deleting Step 4 on the Application Process Document in addition to some small edits to Steps 1, 3 and 6, members agreed.
- Vin suggested using the term Initial Application instead of Pre-application on the cover sheet form, Kathy suggested having Open Space and Recreation as one line instead of two, members agreed.
- New language was approved for part of the Additional Support Information Document. Not all items listed pertain to every project. Therefore, applicants should use it as a guideline line while writing a narrative for the CPC.

Action Item: Krista will work on making the additional changes and bring the revisions to the May 23rd CPC meeting for final review.

PRESS RELEASES

The sample press releases looked fine to the committee members. Krista will submit one of them to the Stow Independent by mid May.

SAMPLE GRANT AGREEMENTS

Comments made by the committee members:

- The Dartmouth sample seemed to be written by a lawyer and is much too detailed for what we need here in Stow.
- The Quincy sample seemed to be more in line with what the committee wanted.
- After an grant agreement is finalized Town Council should review it.
- Cortni asked the members to review both sample grant agreements and see if anything critical is missing from the Quincy sample. She would like the members to bring suggestions to the May 23rd meeting.

PROJECT UPDATES

Randall Library - Melissa Fournier (through email) gave an update on this project. The Board of Trustees and the Restoration Committee approved Bill Wrigley to start negotiations with McGinly Kalsow.

Town Center Park - Kathy informed the members that she received two bids that came in under \$10,000. Two other bids declined. She still needs to make sure they are complete before accepting the lowest bid.

Lower Village Cemetery - Dot mentioned there is still some more work to be done. They need another 100 markers and are still reviewing the inventory sheets that are coming in. She also mentioned the maps are almost done.

NEWS AND VIEWS

- Kathy informed the members that she will be stepping down from the CPC by the end of June.
- Dot suggested that she may submit a new project for the West School. The school has some foundation issues and Doug has been helping them while Craig has been tied up. The potential blasting near the school will not be done.

MEETING SCHEDULE

May 2nd @ 6:30 - Hale Cafeteria

May 23rd

June 13th

June 27th

Bob made a motion to adjourn at 8:52 pm, Mike seconded, and approval was unanimous.

Respectfully submitted by: Krista Bracci